

PACIFICA SCHOOL DISTRICT



School Safety Plan

INGRID B. LACY MIDDLE SCHOOL

2015-2016 School Year

Dan Lyttle, Principal

Gordon Hwee, Assistant Principal

INGRID B. LACY MIDDLE SCHOOL
DISASTER PREPAREDNESS
EMERGENCY STEPS CHECKLIST

* Earthquake: Drop/Cover away from windows, power lines, and structures until shaking terminates

- ☐ Pick up class list emergency packet/Emergency Backpack
- ☐ Evacuate to assigned positions on field
- ☐ Report class status per flow chart
- ☐ Follow Release Procedures

* Intruder Alert/Dangerous Person: "Lockdown/Barricade"

- ☐ Lock interior/exterior doors; Lower blinds; dim lights, students to lie face down on floor.
- ☐ Classes outside **Freeze** to whistle, then drop to flat position
- ☐ Call office about students not in class
- ☐ Wait for all clear signal – Law Enforcement/Administrator

* Fire Alarm: Signal Sounds

- ☐ Pick up class list emergency packet/Emergency Backpack
- ☐ Evacuate to assigned positions on field
- ☐ Report class status per flow chart

* **"Sister School"** - If evacuation from site is needed, students and staff should relocate to their "'Sister School". IBL will relocate in the Oceana High School parking lot.

* **Office**

- ☐ Pick up school emergency information/Emergency Backpack
- ☐ Evacuate office personnel and students to assigned area
- ☐ Call district emergency line to report school status (355-2408)

Ensure Safety; Report Missing Children; Wait For All Clear

SCHOOL EMERGENCY ORGANIZATIONAL CHART: 2015–2016

INCIDENT COMMANDER: Daniel Lyttle/Gordon Hwee(second)

(Coordinate all functions.)

INFORMATION OFFICER: RAY AVILA/District Office

(Collect and disseminate appropriate information to the public.)

OPERATIONS CHIEF

(Liaison between Incident Commander, the Public Information Officer and the Staff teams)

Name: **Allen Seul/Mark Boelter (Second)**

SEARCH & RESCUE TEAM

(Assess and report damage, injuries, and missing persons. Perform rescues and transport injured to First Aid Station.)

Leader: **Kristi Eifert /Jean Lakata (second)**

Members: **Mercedes Taylor, Cole Westbrook, Scott Forbes, Shari Vendrolini, Amanda Westbrook**

MEDICAL/FIRST AID TEAM

(Set up First Aid Station, assess and prioritize injuries.)

Leader: **Charlene Hilo/Meghan Neuberger (Second)**

Members: **Ellen Colvig, SDC Teacher, Jane Solano, Debra Etienne**

STUDENT & STAFF ACCOUNTING & RELEASE

(Student supervision, coordinate student and staff releases, report injuries and missing persons.)

Leader: **Barbra Mettling/Gordon Hwee(second)**

Members: **Kate Down, Claire Harrison, Jean McCarron**

LOGISTICS CHIEF

(Liaison between Incident Commander and Logistical Teams.)

Name: **Rachel Merlo/Candice Bossoletti (Second)**

FOOD/WATER/SUPPLIES TEAM

(Assess water and food needs, and assist in releasing teachers / staff to other assignments.)

Leader: **Jean McCarron/Chelsea Watts (Second)**

Members: **Danielle Quinn, Jerry Downs, Amanda Westbrook, Taruna Suri, Ellen Vogel**

ASSEMBLY/SHELTER TEAM

(Set up assembly area, assess shelter needs, and provide sanitation facilities.)

Leader: **Joe Leake/SDC Teacher(Second)**

Members: **Akaela Pepper, Scott Forbes, Cindy Lembkey**
Other staff from Food/Water/Supply Team

MAINTENANCE / FIRE TEAM

(Secure utilities, perimeter, fire and hazardous materials control, and assess emergency supplies.)

Leader: **Charles Gerrans/Mark Boelter (Second)**

Members: **Tara Dreier, Gordon Hwee**

General Note: Itinerate staff/volunteers report to Operations Chief

INGRID B. LACY MIDDLE SCHOOL

RESPONSES TO EMERGENCIES

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

1. **Drop, Cover and Hold On:** Implement during an earthquake or explosion to protect building occupants from flying and falling debris.
2. **Evacuation:** Implement when conditions outside the building or off-site are safer than inside or on-site. Requires orderly movement of students and staff from school buildings to a pre-determined safe location.
3. **Lockdown/Barricade:** Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
4. **Secure Campus:** Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned.
5. **Shelter In Place:** Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units.

PRINCIPLES OF SAFETY

- First: Get students to safe place or position
- Second: Take roll and report absences,
- Third: Hold students until directed otherwise.

EARTHQUAKE, EXPLOSION – DROP & COVER (NO WARNING SIGNAL)

Students are to immediately DROP at teacher's command and/or the first tremors of an earthquake. **If inside**, students and staff immediately drop to knees, under a heavy piece of furniture if possible, clasp both hands behind the neck, bury face in arms, make the body as small as possible, close eyes and cover ears with forearms. Face away from windows. **If outside**, follow drop procedure but move away from building, power lines. When safe, head to fire drill line-up on fields

(Homeroom number). If needed, students will be moved to Band Room/Gym/MPR (i.e. Lock-Down).

EVACUATE THE BUILDING

The warning signal at the school for evacuation shall be the fire alarm or the verbal command: "Evacuate Building." Teachers should lead/direct the students to the field and students will disperse to their homeroom number (Numbers painted on brick wall North of field). Seat or stand students in single line. Homeroom teacher will take roll and then "Hold-Up" appropriate card(s) (RED or GREEN). Teacher will write the name of any injured student on RED CARD. Teacher will write the names of any missing students on the GREEN CARD. If all students are accounted for staff member will initial GREEN CARD. Staff member will collect RED CARDS and/or GREEN CARDS

EVACUATION is considered appropriate for, but not limited to, the following situations:

- Fire
- Post earthquake
- Bomb threat

- Explosion or threat of explosion
- Chemical accident (unless chemicals are outside)
- Flood or tidal wave warnings

Non – Class Time (Before School/After School/Lunch/Passing Period) –
Direct/Instruct students to the field and to go to their assigned Homeroom Class Room Number. Numbers are painted on brick wall on North side of field

Flood/Tidal Wave/Tsunami

The signal for Flood/Tidal Wave/Tsunami warning may include City of Pacifica tsunami siren, school public address system, messenger or bullhorn “Sound/Noise” if not able to use public address system. Staff members will be instructed to lead students towards the Oceana High School parking lot using Paloma Avenue as the main route. Fire alarm procedures (i.e. colored cards) will take place on the Oceana Site.

INTRUDER ON THE PREMISES = “LOCKDOWN/”BARRICADE” will be declared.

The signal for LOCKDOWN/BARRICADE may include: the public address system, or by messenger or Bullhorn “Sound”/”Noise” if not able to use public address signals. The following procedures should be implemented at the sight of an unknown person(s) on campus:

”LOCKDOWN”/”BARRICADE” is considered appropriate for, but not limited to, the following situations:

- Dangerous person on campus. (Possibly in possession of a weapon)
- Family member or person with restraining orders against them.

The following procedures should be implemented at the sight of a dangerous or uncooperative intruder:

1. Notify the office immediately.
2. These persons should not be approached.
3. If instructed, do a “Lock Down”/”Barricade” of your classroom (lock doors, close blinds, lights low, students on floor out of site).
4. In an **open area**, move the students to a safe area as quickly as possible (Move students off campus if needed). If it is safe and at all possible, have students go to the classroom and lock the doors and windows.

5. Students in MPR, Library “stay put” and follow Lock Down procedure.
6. Call 911 to notify of dangerous intruder.
7. **TEACHER INSTRUCTIONS DURING "LOCKDOWN"/"BARRICADE"**
Disregard any passing bells until the emergency has been lifted.

During an emergency, teachers should **HOLD** students in the classroom; if outside, teachers should take students into the classroom or to a safe area outside pending receipt of further instructions. If teacher is not with students such as during lunch time, prep period, before/after school, staff member should report to “OFFICE” AREA on field.

Remember: There will be emergency and law enforcement personnel presence in the case of an actual lockdown. They will be in charge once they are on site.

ALL CLEAR

The signal for ALL CLEAR – Public address system, Police, other law enforcement

Disaster Preparedness Teacher Checklist

Have backpacks with updated class lists, RED, GREEN CARDS, and pencils at exit door. Post Red Cards with Emergency Directions and "Where to Go" Directions by door.

First Response

Alarm sounds:

Duck and cover, silence

Evacuation:

When safe, exit building and lead/head to field and classroom homeroom numbers on wall.

Students sit/stand in single file, in silence, while teacher takes roll.

Disaster Cards:

All cards should clearly state Teacher's name.

Red Card: List all missing and injured students. Immediately inform administration of students with "life-threatening" injuries that need **Immediate Medical Attention**. Describe type of injury next to student's name (If Possible)

Green Card: List the names of any missing students from your homeroom.

Hold RED or GREEN CARD in plain view. Red and Green Cards will be collected by staff member and brought to "Office Area" for accounting.

Prep Teacher:

Evacuate to "Office Area" for further instructions

Office & Other Staff:

Report to "Office Area" - to receive further instructions from Incident Commander

Principal – Daniel Lyttle - Set up Central Status/Accounting System.

Vice Principal – Gordon Hwee -Student Status collecting-field/black top.

Counselor — M. Neuberger/ J. Gascone -Student Status collecting-side/front of school.

Custodian – C. Gerrans -Maintenance/Fire Procedures

Secretary – C. Hilo - Assist with status recording/set up. Brings medications.

Attendance – B. Mettling – Assist with status recording/set-up. Brings Student Emergency Information - Attendance Log/Binder and Palm Pilot.

Second Response: Report to Command Center

Release your class records and student supervision to a neighboring teacher or a prep teacher. Be sure that no more than 2 classes are with one teacher lined up right next to each other.

1. Operations Chief Lead– A. Seul
2. Assembly Shelter Lead – Joe Leake
3. Search & Rescue Lead –K. Eifert
4. First Aid Lead Lead– C. Hilo
5. Maintenance/Fire Lead – Charles Gerrans
6. Student Release Lead – B. Mettling

No Additional Staff Should Release Themselves Until Directed By Operations Chief.

Third Response

If after roll has been taken, people are found to be missing, the Search & Rescue Team will be activated and equipment brought out.

Search & Rescue: Team A – K. Eifert / J. Lakata

Team B – M. Taylor / C. Westbrook

Team C – T. Dreier / S. Forbes

Student Release Team – (If parents begin to arrive, the Team will be activated. No Parents Allowed On Field).

Team Members: B. Mettling: (Emergency Binders),

C. Harrison, Jean McCarron,

First Aid Team – (Bring emergency binder to Central Command)

Team members: C. Hilo, M. Neuberger, Ellen Colvig, SDC Teacher, J. Solano, Debra Etienne

Other staff as needed.

Fourth Response

At this point we will be here for a while and you will be directed by Principal/Vice Principal to shift students if needed. Food, water, sanitation need to be organized.

Emergency Backpack Contents:

- Room number on front of Backpack
- Flashlight & Batteries - Keep unassembled until needed
- Red & Green Cards (several each color), print teacher's name on each card
- Pen/Pencil (multiples), Scissors, Band-Aids, Rubber bands, Plastic Garbage Bags (2), Kleenex and/or T.P.
- Teacher's personal items, Deck of Cards, other activity items (simple "games" – paper/pencil activities),
- Class List, medical needs for special student info.
- Couple sets of plastic gloves, in case of blood.

ISSUES YOU SHOULD KNOW HOW TO RESPOND TO: Student badly injured in initial strike (unable to move), Student needs to use bathrooms, Parent arrives on yard, how to release students to parents, Teacher injured, can't take charge of students, unable to move, Releasing Staff – order and when, Students/Staff unable to move to field, Position on Fields for Line-up (how far back on lawn, etc.), Staff not with students – where to report.

SCHOOL EMERGENCY ORGANIZTIONAL FLOWCHART

Job Title	Job Description	Assignment
Incident Commander:	Coordinate all functions	*Daniel Lyttle/Gordon Hwee
Public Information Officer:	Collect & disseminate appropriate information to the public	*District Office/Ray Avila

First Team Assignments

Operations Chief	Liaison between Incident Commander & Public Information Officer and the Staff.	*Allen Seul (Lead) *Mark Boelter (Second)
Team Supervision Logistics Chief	Liaison between Teams; First assignments to Second assignments.	*Rachel Merlo (Lead) *Candice Bossoletti(Second)
Search & Rescue Team	Assess & Report damage, injuries, & missing persons. Perform rescues and transports injured to the First Aid Station.	* Kristi Eifert (Lead) *Joe Leake (second) Jean Lakata, Mercedes Taylor Cole Westbrook, Scott Forbes, Shari Vendrolini Amanda Westbrook
First Aid Team	Set up First-Aid Area. Assess & prioritize injuries.	* Charlene Hilo (Lead) *Meghan Neuberger (Second) Ellen Colvig SDC Teacher, Jane Solano Janice Miller, Debra Etienne
Maintenance / Fire Team	Utilities, perimeter, fire and hazardous materials control. Assess emergency supplies	*Charlie Gerrans (Lead)/Mark Boelter (Second), Gordon Hwee, Tara Dreier
Staff & Student Accounting & Release Team Personal	Coordinate student and staff releases. Report injuries and missing persons to First Aid *Initial response stand with O.C & I.C to record/inform of attendance.	*Barbra Mettling (Lead) *Gordon Hwee (second) Claire Harrison, Jean McCarron

Second Team Assignments

Food/Water/Supplies & Student Supervision Team	Assess water, food, and shelter needs. Also assist releasing teachers / staff to other job assignments.	*Jean Mc Carron (Lead) *Chelsea Watts (Second) Danielle Quinn Jerry Downs, Ellen Vogel, Taruna Suri, Amanda Westbrook
Assembly/Shelter Team	Set up assembly area. Assess shelter needs. Provide sanitation facilities.	*Joe Leake (Lead)/SDC Teacher (Second) *Kristin Fletcher (Second) Akaela Pepper, Cindy Lembkey Other staff from above.

* walkie talkie need

revised 08/20/14

ES

Ingrid B. Lacy Middle School
Evacuation Map

Class Order

Boys & Girls Club

C 1 C 2
C 3 C 4
C 5 C 6
C 7 C 8
C 9

Multit-Purpose Room

E 1 E 2
Band D 3
Technology D 2
Art Room D 1

B 12
B 9
B 8
B 7
B 6
B 5
B 4
B 3
B 2
B 1

A 1
A 2
A 3
A 4
A 5
A 6

Gymnasium/ PE

Boys
Lockers

Girls

Gymnasium

WS



KEY:

GS: Gas Shut-off
EP: Electrical Pnl.
WS: Water Shut-off

ES: Emergency
Supplies

STAFF PARKING



Library/Media Ctr.
Main Office
Administration